

Exhibit A – Time Study Instructions

Medicaid Administrative Match Schools Time Study Instructions

School districts having less than 150 staff will distribute time study forms to each staff listed in the MAM automated system for each time study day.

School districts having 150 or more staff will conduct the time study by two methods. Staff meeting the definition of designated staff and marked in the MAM automated system as designated should receive a time study form for each time study day. Staff entered into the MAM automated system, and not marked as designated, shall be part of a random selection process. Currently, one out of four of these non-designated staff will be randomly selected to participate in the time study.

The MAM Program Manager will run a random selection of participating eligible staff each quarter. The list of selected staff will be provided to the Coordinator ten working days before the start of the quarter. Staff selected through the random sample should receive a time study form for each time study day.

Time study forms can be distributed to staff no more than five working days prior to the date of the time study day (each of the five randomly sampled days for each school district, each quarter). Time study forms must be signed and verified by the staff's supervisor no more than five working days after the time study day.

Staff must complete the form for 100% of the activities conducted during the time study day. During the time study day staff will maintain their normal routine and respond to events accordingly.